

DRAFT - SA/DDA:EDE:mes
(3 November 1952)


MEMORANDUM FOR: Acting Deputy Director (Administration)

1. The specific question has been raised as to how CIA can ensure better briefing of personnel so as to eliminate complaints and claims from these persons resulting from their ignorance or misunderstanding as to their rights and benefits.

2. The theoretical answer to this question is relatively simple. The first step is to analyze the various types of individuals involved (appointed employees, staff agents, contract agents, detailed military personnel) in relationship to the varying types of field assignments. Such a study will isolate the areas of administrative problems concerning which each group of persons should be briefed. Secondly, we must determine at what point in CIA administrative processing the determination is made as to whether an individual is going to perform services under one set of administrative circumstances or another. This determines the time at which proper briefing should be given. The last step is to determine the point or points of responsibility for giving such briefing and the method of doing it. These methods might vary from mass lectures or individual briefings to briefings by instructional pamphlet.

3. Instead of studying and presenting a solution to the specific problem of establishing better briefing machinery, this paper attempts to analyze the nature of complaints and claims received and the causes thereof. It is believed that such a study will show basic defects and deficiencies in Agency policies which are more important to the solution of the problem than briefing machinery.

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Special Assistant to the
Deputy Director (Admin.)

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